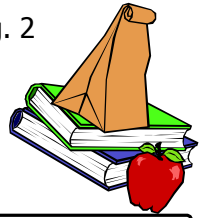


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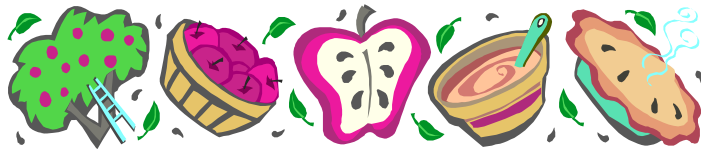


## LOST & FOUND

Please help us keep the lost & found pile very very small. Label all of your child's belongings, including jackets, lunch boxes, backpacks, hats; everything. Sometimes children cannot identify their own clothing and we will be sure to get items back to you if your child's name is in the item.

## Medications

Extended Day follows the school and Massachusetts state regulations regarding giving medications to children. Please do not send any medications in your child's lunch box or back pack. In order for us to dispense medications at Extended day, there is a form you must fill out prior to



## Changes in Schedules & Absences

Permanent schedule changes require 30 days notice in writing. For daily schedule changes and absences please send in writing to both your child's teacher and SEDP. For example, if your child is going home on the bus when he/she would normally come to Extended day, the school and SEDP needs to be notified. Please call us at the numbers listed below when your child is not attending SEDP. It is important that you notify us because, otherwise, we could be looking for your child when he/she is actually safe. Your notifying us helps to avoid confusion, upset children or frantic staff members. Thanks in advance for your cooperation.

- **SEDP at Finn (508) 481-9353**

Rachelle McCurley, Site Coordinator

- **SEDP at Woodward (508) 481-4701**

Jen Benson, Site Coordinator

- **SEDP at Neary (508) 480-8214**

Reni Meserve, Site Coordinator

- **SEDP at Trottier (508) 485-2400 Ext. 186**

Becky Mickens, Site Coordinator

- **Donna Jasak, Executive Director**

(508) 481-9353 or Cell phone (774)242-9143

- **Monica Miranda, Assistant Director**

(508) 481-9353 (Wed & Fri 9-3)

## Picking Up from Extended Day

**Please follow the procedures below for picking up your child from Extended Day.**

- Parents and children are not allowed to be walking around the school and children cannot return to their classroom after school. It is for the safety of all the children that people are not walking around after school.
- Remember all children need to be signed out each day. Please bear with us for the first few days as we get to know you and your child. If a staff person does not recognize you, he/she may ask you for your identification. If someone besides yourself is picking up your child from Extended Day, please be sure they bring identification.
- At Finn, please enter and exit through the side door. They have installed a separate door bell that rings directly into our classroom. Please do not enter through the front entrance and please do not park in the fire lane.
- At Woodward, please enter through the front door.
- At Neary, please enter through the cafeteria doors. You may drive around to the left of the school and park in the back parking lot. Please do not try to drive through the playground area.
- At Trottier, you may enter through the cafeteria doors. When coming up the driveway, stay to the left and park across from the basketball courts. Please do not park on the basketball court or in the fire lane.

Thank you in advance for your cooperation when picking up your child!

**Also don't forget, we close promptly at 6pm. A late fee will be charged beginning at 6:01pm. Please refer to our parent handbook for our Late Pick Up Policy.**

